



Parks & Recreation Armory Facility Use Request

Community Market
1219 Main Street
Lynchburg, VA 24504
(434) 455-4483
FAX (434) 847-1552

*NOTE: This form is for internal use only!

Date or Dates:

Contact Information:

(Please Print)

Contact Person:

Department/Division:

Day Number:

Cell Phone:

Site Monitor:

Day Phone:

Cell Phone:

Activity Information:

Type of Activity:

Type of Equipment used:

(ie: volleyball nets, floor mats, ect.)

Regulations:

- ☐ If site Monitor/Contact person is not present, the gym remains closed.
- ☐ Clean up after activity and put away equipment
- ☐ Report any damages to Robb Simpkins, Athletic Director, or Calvin Panky, Building Supervisor
- ☐ Turn off lights
- ☐ Check Emergency Doors

Note: All requests must be made 30 days prior to requested date(s). Please call the Market office to verify that the requested dates are available before submitting request.

Office Use Only

- ☐ Copy to Calvin
- ☐ Log Book Reservation
- ☐ Original Application